

2015 End of Year FAMIS/ADPICS Schedule

FAMIS/ADPICS Hours of Operations:

Day	FAMIS Open Schedule	ADPICS Open Schedule	INTERFACE
Monday	7 am - 7 pm	7 am - 7 pm	AS NORMAL SCHEDULE
Tuesday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Wednesday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Thursday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Friday**	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Saturday**	7 am - 7 pm	7 am - 7 pm	No Interface
Sunday**	Closed	Closed	

** Special Schedule for the following dates:

- **Saturdays, September 5, 12, 26 and October 3** – FAMIS will be open from 6:00 AM – 8:00 PM. No interfaces will be processed.
- **Saturday, September 19** – FAMIS will be open 6:00 AM and will close at noon in order to run the process which creates new-year documents (9800 process). No interfaces will be processed.
- **Sunday, September 27** – FAMIS will be open from 7:00 AM – 5:00 PM. No interfaces will be processed.
- **Friday, October 9** – FAMIS will be open from 6:00 AM to noon – At this time, FAMIS will close for End of Year processing and will reopen on Tuesday, October 13 at 7:00 AM. Please note that there will be no interfaces processed this Friday; any interfaces sent on Friday, will be processed on Tuesday, October 13. (Monday, October 12 is a holiday – Columbus Day)
- FAMIS will be **closed on Sundays** with the exception of October 4 for additional availability to the departments. Any other exceptions will need to be previously arranged with Finance.

****** All dates in this schedule are approximate and may change depending on needs and circumstances beyond our control.***